

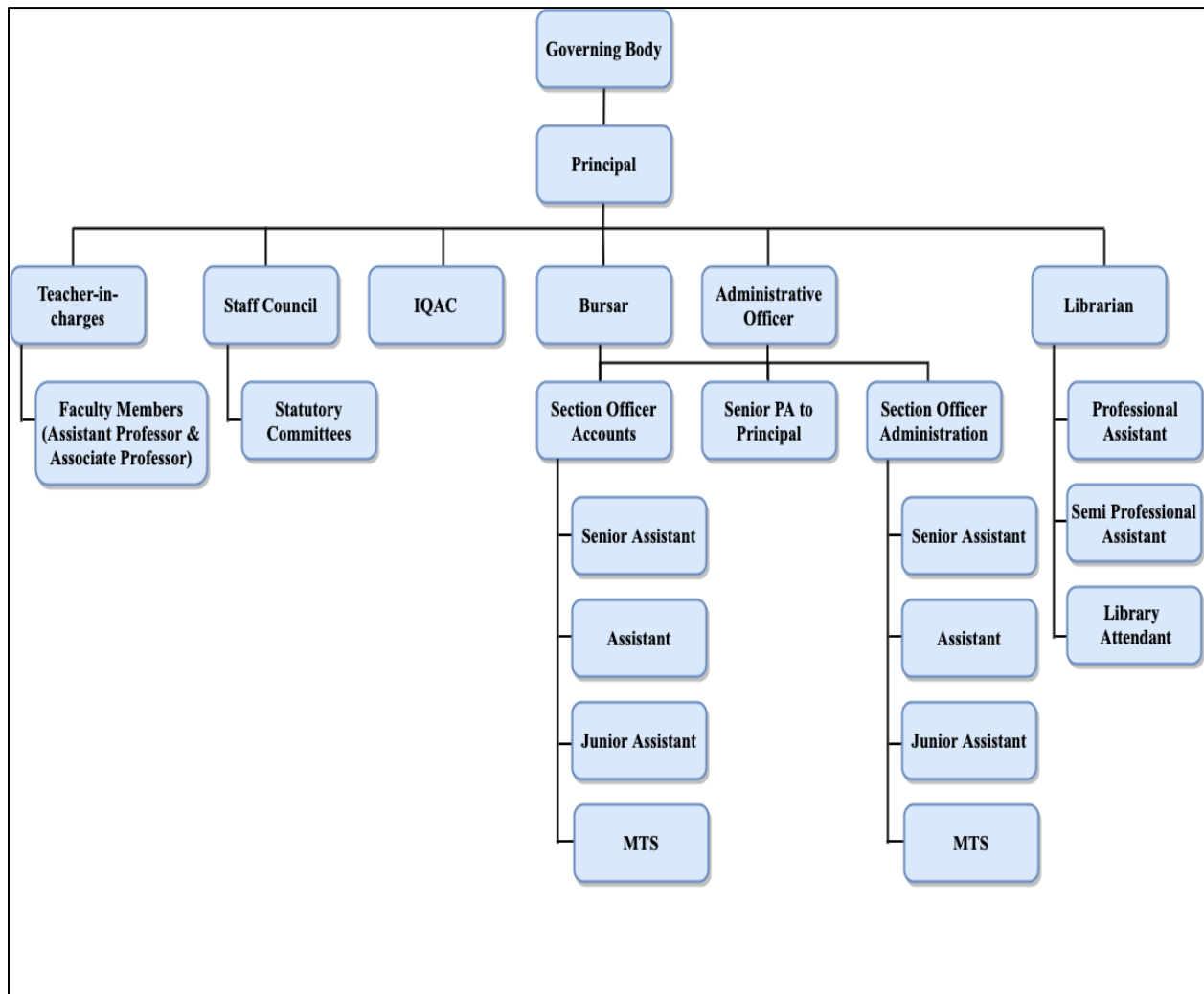


**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ph: 23237291

Ref No. MSC/IQAC/SSR-CR6/6.2.2

ORGANOGRAM





**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ph: 23237291

APPOINTMENT LETTER (DUMMY)

१६

MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002

Ref. No. : **MSC/ADMN/ 216/2009-686** Dated : 12-8-2009

Dr. Lokesh Kumar Gupta,
163, Kaveri Hostel , JNU,
New Delhi - 67

Dear Sir,

With reference to your application dated 16.07.09, I am happy to inform you that on the recommendation of a duly constituted selection committee meeting held on 11.08.09 in the principal's office, you have been appointed as Lecturer/ Assistant Prof. in the Department of Hindi on the following terms and conditions subject to the approval of the Governing Body of the College and subject to the University of Delhi recognising you as a Teacher of the University:

1. You will be on probation for a period of one year with effect from your date of joining the appointment and this probationary period may further be extended by not more than twelve months by the Governing Body.
2. On confirmation, you will be entitled for New Pension Scheme, as introduced in Delhi University, vide EC resolution dated 18.11.2004 and other retirement benefits according to Delhi University Rules.
3. You will draw salary in the pay band of Rs.15600 /- -37400 + Academic grade pay of Rs. 6000/- p.m. plus usual allowances i.e. DA, HRA, CCA, at the rates and according to the rules in force in the University.
4. You will be expected to do teaching, research work and other college work as may be assigned to you from time to time.
5. In all matters, relating to Group Insurance, Leave and other conditions of service, you will be governed by the rules in force in the University of Delhi from time to time.
6. You will be required to enter into an agreement of service with the University of Delhi immediately on joining the appointment.

Cont. : : 2 : :



**Mata Sundri College for Women
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Ph: 23237291

१४
MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002



PHONE : 011-23237291
FAX : 011-23236102

Ref. No. : MSC/ADMNI 216/2009-86

Dated 12.8.2009

:: 2 ::

7. Your appointment will further be subject to your being found medically fit for which you are required to produce a fitness certificate from any one of the following:-
- The medical officer in-charge WUS Health Centre, University of Delhi.
 - Prof./Asstt. Directors/Associate Prof. or Readers/Senior Research Officers/Assistant Prof. Of any of the Medical college/Institution in Delhi or out side Delhi.
 - Any of the Senior or Junior Hony. Physicians/ Surgeons attached to Lok Nayak J.P.Hospital.
 - Senior Staff/Physicians/Surgeons of CGHS/ESI.
 - Civil Surgeons or District medical Officer in India.
8. The appointment will also be subject to verification of your qualifications etc. as mentioned in your application.
9. The appointment is provisional and subject to your Disability certificate being verified through the proper channels and if the verification reveals that the claim is false, your service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.

If the offer of appointment on the above terms and conditions is acceptable to you, report for duty to the under signed immediately.


Principal

Copy to :-
S.O.(accounts)/Bursar,
MSC



**Mata Sundri College for Women
(University of Delhi)
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Ph: 23237291

TIME TABLE (Sample timetable)

MATA SUNDRI COLLEGE FOR WOMEN						
DEPARTMENT OF ENGLISH						
Time Table for Jan-Apr 2019- Dr. Chandra Chatterjee						
Day/Period	I	II	III	IV	V	VI
	9:00-10:00	10:00-11:00	11:00-12:00	12:00-1:00	1:00-2:00	2:00-3:00
Monday	GE Sem II Sec B 227	(H) Sem VI MED 106	GE Sem II Tute			
Tuesday	GE Sem II Tute	(H) Sem VI PoCo 106		B.El.Ed III Year V3		
Wednesday	(H) Sem VI MED 106	B.El.Ed III Year V3				
Thursday	GE Sem II Sec B 227	(H) Sem VI PoCo 106			III Hons Post Col Tute	III Hons Med Tute
Friday	(H) Sem VI MED 106			B.El.Ed III Year V3		
Saturday						
	Lectures (10)					Tutorials (4)
	B.El.Ed III Year-3 (Sharing with GK)					GE Sem II Section B-2
	GE Sem II Sec B-2 (Sharing with DP)					(H) Sem VI MED-1
	(H) Sem VI MED-3 (Sharing with MA)					(H) Sem VI PoCo-1
	(H) Sem VI PoCo-2 (Sharing with MC + NT2)					

Website link: <https://msecw.ac.in/Department TT.aspx>



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WORKLOAD COMMITTEE

Workload (July –December 2017)

Department	Sanctioned Strength	Permanent	Adhoc	Additional Requirement	
English					
Hindi	19	11	5	--	
Punjabi	8	4	4	--	
Sanskrit	6	2	3	1	
Urdu	1	1	--	--	
Political Science	16	6	10	--	
Mathematics	12	6	5	--	
Computer science		--	--	2	
Statistics		--	--	2	
Commerce	24	17 + 2 on leave	11	--	
History	8	2	6	1 (Above sanctioned strength)	
Economics	12	5	4	1	
Music	2	1	1+ 1 tabla assistant	--	
Education		4 + 1	10	--	
Physical Education	2	1	1	--	
E.V.S.		--	2 + 2 guest	--	



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Philosophy	6	4	2		
Psychology	10	9	1	2 (Above sanctioned strength)	

A meeting of workload committee was held on May 17, 2017 to discuss workload for July-December 2017 and allocation of GE, AECC and SEC to honours and programme courses.

- Allocation of GE to honours courses is as follows:

Subject	No. of sections	Offered to honours courses
English	2/3	<ul style="list-style-type: none"> • Mathematics & Psychology • History, Political Science & Philosophy
Political Science	3	<ul style="list-style-type: none"> • English & Philosophy • Hindi • History, Punjabi & Sanskrit
History	2	<ul style="list-style-type: none"> • Political Science • Hindi, Philosophy, Languages and remaining Political Science
Economics	2(Economics course) + 3 (Commerce course)	<ul style="list-style-type: none"> • Mathematics & Psychology • English, Philosophy, History, Political Science • Commerce & Statistics
Psychology	1	Statistics, English, Mathematics and Philosophy
Mathematics	2 ?	<ul style="list-style-type: none"> • Computer Science • English, Political Science, Psychology & History • Commerce



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Philosophy	1	Psychology & English
Punjabi	1	Political Science, History, Philosophy, Hindi, Sanskrit & English
Hindi	1	Political Science, History, Philosophy, Punjabi & Sanskrit

- The distribution of EVS and MIL for AECC in I and II Semester is as follows:

I Semester –

- EVS: B.Com(H), B.Com (Prog), Psychology (H) & B.A.(Prog.)
- MIL(Eng/Hindi/Punjabi/Urdu (A/B): Statistics(H), English(H), Hindi(H), Sanskrit/Punjabi(H), Political Science(H), History(H), Philosophy(H), Mathematics(H) & Computer Science (H)

II Semester –

- MIL(Eng/Hindi/Punjabi/Urdu (A/B): B.Com(H), B.Com (Prog), Psychology (H) & B.A.(Prog.)
- EVS : Statistics(H), English(H), Hindi(H), Sanskrit/ Punjabi(H), Political Science(H), History(H), Philosophy(H), Mathematics(H) & Computer Science (H)
- B.Com(Prog) shall study English in I & III Semester and MIL(Hindi/Punjabi) in II & IV semester.
- B.A(Prog) shall study MIL(Hindi/Punjabi) in I & III Semester and English in II & IV semester.
- GE for B.A.(Prog.) in V & VI semester shall have following options:
Political Science (1section), Economics (4sections) , Philosophy (1section), History (1section), Hindi (1section), Urdu (1section) , English (1section) and Physical Education (1section subject to approval of course). It is suggested that except Urdu, there should be at least 20 students in a section.
- SEC options for B.A. (Prog) in III semester shall be according to DSC . For ASPM/OMSP , ASPM/ Mathematics & OMSP/ Mathematics, option is English as SEC. It is suggested that except Urdu, Punjabi & Sanskrit, there should be at least 20 students in a section.



**Mata Sundri College for Women
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Mata Sundri Lane, New Delhi-110002**

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ANTI-RAGGING CELL

Anti Ragging Committee

MEMBERS

ORDINANCE XV-C

MINUTES OF MEETINGS

MENDATORY ONLINE UNDERTAKING

Anti Ragging Committee

The College diligently follows the UGC Regulations on curbing the menace of Ragging . Our objective is to prohibit any conduct by any student by act of teasing, treating or handling rudeness with a fresher or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm.

Anti Ragging Undertaking

ANTI RAGGING Undertaking BY STUDENTS AND PARENTS/GUARDIANS

Aman Movement

ANTI RAGGING Undertaking BY STUDENTS AND PARENTS/GUARDIANS

With respect to the U.G.C. directives to curb the menace of Anti Ragging in Higher Educational Institute, the following steps have been taken:-

1. Two Associate Professors were made Convener and Co-Convener of the Anti Ragging Committee in the Staff Council Meeting during semester- July-Dec.
2. Contact details of the above were put up on the College Website before College opened.
3. An Anti Ragging Squad of five third year students and one Ad-hoc teacher was constituted to spread awareness of this issue.
4. CCTV Cameras are installed in vital points to monitor the same.
5. Large bold and colourful charts have been put up in vital areas of the college sending the message of anti-ragging. These display all the contact details of the Anti Ragging committee.
6. Surveillance is conducted by above committee periodically. If the charts are found to be torn they are put up

7. On the first day of the new session, during the Orientation Programme the Core Anti Ragging Committee was introduced in person to the first year students.

Zero cases of ragging have been reported in our college. We are indeed successful in curbing ragging in our college premise.

Anti- Ragging Helpline No:1800-180-5522(Toll Free)

Anti- Ragging E-mail:helpline@antiragging.net

Contact Details of Anti- Ragging Committee :

Name of the Employee	Position	Address	Contact No	Email-ID
Dr. Gurjit Kaur	Convener	Department of Punjabi, Mata Sundri College	9810369586	gurjitkaur@ms.du.ac.in
Dr. Iqbal Kaur	Co-Convener	Department of Punjabi, Mata Sundri College	9818286168	iqbalkaur@ms.du.ac.in
Dr. Punam Chalia	Member	Department of Hindi, Mata Sundri College	9818286168	punamchalia@ms.du.ac.in
Dr. Harsha Kumari	Member	Department of Sanskrit, Mata Sundri College	9818010092	harshakumari@ms.du.ac.in

Help Line Number of Anti-Ragging Cell
Mata Sundri College for Women
011-23237291

Website link: [https://mscw.ac.in/Anti-Ragging Committee.aspx#Members](https://mscw.ac.in/Anti-Ragging_Committee.aspx#Members)



**Mata Sundri College for Women
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COMPOSITION OF GRIEVANCE COMMITTEE

Grievance Redressal Committee

MEMBERS
MINUTES OF MEETINGS
NOTICES

MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002
PHONE: 23237291
FAX: 23239492

Collegiate Grievance Redressal Committee

This is with reference to the letter No. CB-0444/2016/191 dated 24.02.2016 issued by Assistant Registrar (Colleges), University of Delhi. As per direction of UGC college has constituted a Grievance Redressal Committee. Following are the members of the committee:

01. Padma Sibi S. Vikramjit Singh Sahney - Chairman, College Governing Body
02. Dr. Kamlesh Kaur - Associate Professor, Department of Commerce
03. Dr. Jasjit Kaur - Associate Professor, Department of Pol. Science
04. Dr. Amanjit Kaur - Associate Professor, Department of History
05. Isha Attri - Student Representative, B.El.Ed 3rd Yr
Roll No BEL/13031.

All Concerned should note.

12/12/2021
Olig. Principal

Website link: [https://mscw.ac.in/Grievances Committee Members.aspx](https://mscw.ac.in/Grievances_Committee_Members.aspx)



**Mata Sundri College for Women
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COMPOSITION OF INTERNAL COMPLAINT COMMITTEE

Internal Complaints Committee (Addresses Complaints Including Those Of Sexual Harassment)

Present Members of ICC -2021

Internal Complaints Committee (ICC)

INTERNAL COMPLAINTS COMMITTEE (ICC)
MEMBERS
ORDINANCES & GUIDELINES
ICC EVENTS
MINUTES OF MEETINGS
ICC MAGAZINE

Internal Complaints Committee (ICC) The College has a robust Internal Complaints Committee in accordance with the notifications of the University, and as per the Sexual Harassment for Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and UGC Guidelines of May, 2016, on the same. Display boards are positioned at various prominent locations, with details of all members of the Committee.

A number of activities are organized throughout the year, in order to create awareness about Sexual Harassment, apart from an orientation programme which is conducted with students, to acquaint them about the guidelines in the Jurisdiction. The committee conducted many activities including an Inter-College Poster Making Competition, Quiz competition and many other such activities to highlight the menace of Sexual Harassment. The theme of the Poster making competition last session, was on 'Sexual Harassment of Women' in June, 2021. The Committee also conducted a 30-hour Short Term Course on 'Gender Sensitization', in Collaboration with White Swan Consulting Group and IQAC team of the College.

A duly constituted committee comprising of teaching faculty members, non- teaching staff and students look after students' concerns.

Internal Complaints Committee

Dr. Kamlesh Kaur (Associate Professor)	Department of Commerce	Presiding Officer	9868754363	kamleshkaur@rediffmail.com
Dr. Tanu Dhingra (Associate Professor)	Department of Commerce	Member	9818682286	tanudhingra@ms.du.ac.in
Ms. Poonam Sharma (Assistant Professor)	Department of Political Science	Member	9811669275	poonam20051972@gmail.com
Mr. Manjit Singh (Section Officer)	Accounts	Member	9810087075	manjitsinghmsc@gmail.com

ICC MAGAZINE

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Dr. Tanu Dhingra (Associate Professor)	Department of Commerce	Member	9818682286	tanudhingra@ms.du.ac.in
Ms. Poonam Sharma (Assistant Professor)	Department of Political Science	Member	9811669275	poonam20051972@gmail.com
Mr. Manjit Singh (Section Officer)	Accounts	Member	9810087075	manjitsinghmsc@gmail.com
Ms. Suman Khanna (Founder, Vidhi Bharti Prishad Org.)	NGO	Member	9899651272	vidhibhartiprishad@hotmail.com
MS. MONIKA GODIA	Pol.Sc.(H) (POL/18/07)	President	8396954483	
MS. PARUL JINDAL	BA(P) (POL/18/148)	Vice-President	8588836526	
MS. PAKIZA SEKH	B.A.(P) (BAP/19/237)	Secretary	8287523507	
MS. TARIKA JAIN	BA(P) (BCP/20/134)	Joint-Secretary	9873413173	

Website link: https://mscw.ac.in/icc_msc.aspx



**Mata Sundri College for Women
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Members of ICC (2016-17)

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**MATA SUNDRI COLLEGE FOR WOMEN
(UNIVERSITY OF DELHI)
MATA SUNDRI LANE, NEW DELHI-110 002**

PHONE : 23237291
FAX : 23236102

Ref. No. : MSC/ADMN.228/2017-194

Dated : 21.10.17 2017

The Proctor
University of Delhi,
Delhi - 110007


Sub : Sexual Harassment of Women at Work Place. Implementation of
HRD UGC Notification dated 2nd May, 2016

Dear Madam,

This is with reference to your letter No. PCTO/2017/1149 dated 19.4.2017
with regard to the a/m subject. The college has constituted the following "Internal
Complaints Committee" (ICC) :-

1. Presiding Officer : Dr. Kamlesh Kaur, Associate Professor
Deptt. of Commerce Mob. No. 9868754363
e-mail – kamlesh kaur@rediffmail.com
2. Members : (a) Dr. Sudha Singh, Associate Professor
Deptt. of Hindi, Mob. No. 9868936525
e-mail – sudha. Singh1013@gmail.com
(b) Mrs. Poonam Sharma, Assistant Professor
Deptt. of Pol. Sc. Mob. No. 9811669275
e-mail- poonam2005_1972@gmail.com
© S. Manjit Singh, S.O.(Accounts). Mob. 9810087075
Manjit singh msc@gmail.com
3. NGO Member Ms. Santosh Khanna, Founder Vidhi Bharti Prishad Org.
9899651272 BH – 48 East Shalimar Bagh, Delhi -88
e-mail – vidhi bharti prishad@hotmail.com

With kind regards,

Yours faithfully,
Kawar 1416
Offg. Principal




**Mata Sundri College for Women
(University of Delhi)
Mata Sundri Lane, New Delhi-110002**

Ph: 23237291

LIBRARY COMPOSITION

The screenshot displays the 'Library Staff' page on the mscwlibrary.saraswatilib.com website. The page is titled 'Library Staff' and features a table with two columns: 'Name of the Employee' and 'Designation'. The table lists 13 staff members and their respective roles. On the left side of the page, there are navigation menus for 'SERVICES', 'E-RESOURCES', 'SECTIONS', 'Faculty Research Publications', and 'Our Team'. The browser's address bar shows the URL: <http://mscwlibrary.saraswatilib.com/LinkDetails.aspx?id=14>. The Windows taskbar at the bottom shows the system tray with a temperature of 21°C, a 'Smoke' notification, and the date 01-12-2021.

Name of the Employee	Designation
Mrs. Renu Sharma	Librarian
Mrs. Iqbal Kaur	Professional Assistant
Mrs. Jatinder Kaur	Semi-Prof Assistant
Dr. Mohan Kumar Galhotra	Semi-Prof Assistant
Mrs. Nivedita	Library Attendant
Mrs. Sarabjeet Kaur	Library Attendant
Dr. Manju Dahiya	Semi-Prof Assistant
Ms. Geeta	Library Attendant
Sh. Sidharth Dogra	Library Attendant
Ms. Jai Rattan	Library Attendant
Ms. Ravleen Kaur	Library Attendant
Ms. Paramjit Kaur	Library Attendant

Website link: <http://mscwlibrary.saraswatilib.com/LinkDetails.aspx?id=14>



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COMPOSITION OF IQAC

The screenshot shows a web browser window with the URL mscw.ac.in/iqac_members.aspx. The page title is "Internal Quality Assurance Cell". A navigation menu on the left includes: INTRODUCTION, MEMBERS, ANNUAL QUALITY ASSURANCE REPORTS, MINUTES OF MEETINGS, ACTION TAKEN REPORTS, IQAC EVENTS, ACADEMIC CALENDAR, STUDENT SATISFACTION SURVEY, and PROGRAMME OUTCOMES. The main content area is titled "LIST OF INTERNAL QUALITY ASSURANCE CELL MEMBERS" and contains the following table:

Professor and Head, Department of Punjabi, University of Delhi	Prof. Rawail Singh
Professor, Department of Mathematics, University of Delhi	Prof. Dr. Ajay Kumar
Professor, Jawaharlal Nehru University	Prof. Bupinder Zutshi
Chairperson, Principal, MSC	Prof. Harpreet Kaur
Member, Governing Body	Sdni. Jasmine Kaur Chhatwal
IQAC Coordinator, Department of Hindi, MSC	Dr. Lokesh Kumar Gupta
IQAC Deputy Coordinator, Department of English, MSC	Dr. Manisha Mathur
Steering Committee Coordinator, Department of Psychology, MSC	Harinder M Sandhu

The Windows taskbar at the bottom shows the search bar, task view, and system tray with a temperature of 22°C, date 12-12-2021, and time 17:14.



**Mata Sundri College for Women
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Category	Member	Department	Name
RESEARCH MENTORING	Member, Department of Psychology, MSC		Dr. Garima Kumar
PEER MENTORING	Member, Department of Political Science, MSC		Ms. Neetu Sharma
INSTITUTIONAL DISTINCTIVENESS	Member, Department of English, MSC		Ms. Divya Pradhan
MAINTENANCE OF CAMPUS INFRASTRUCTURE	Member, Department of Commerce, MSC		Dr. Harleen Kaur
	Member, Department of Economics, MSC		Dr. Jasleen Kaur
	Member, Department of Elementary Education, MSC		Dr. Arti Mathur
	Member, Department of Mathematics, MSC		Ms. Gurpreet Kaur
	Member, Administration, MSC		S. Manjit Singh
	Alumni Member, Department of Commerce, MSC		Dr. Ishpreet Kaur
	Parent Member		Dr. Mamta Chawla

IMPORTANT INFORMATION

- RTI
- INTERNAL COMPLAINTS COMMITTEE (Matters Related)

USEFUL LINKS

- UNIVERSITY OF DELHI
- NCWEB
- IGNOU

HOW TO REACH US::

MATA SUNDRI COLLEGE FOR WOMEN
(University of Delhi)

Website link: https://mscw.ac.in/iqac_members.aspx

Section Officer (Accounts)
Mata Sundri College for Women
Mata Sundri Lane,
New Delhi-110002

Coordinator
Internal Quality Assurance Cell
Mata Sundri College for Women
(University of Delhi)
New Delhi-110002

Principal
Mata Sundri College For Women
University of Delhi